DOCUMENT RESUME

ED 434 230 CE 079 223

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TITLE The Assessment and Placement Resource for the Literacy and Numeracy Programme: Developing Pre-Training Assessments Using the National Reporting System.
SPONS AGENCY Australian Dept. of Employment, Education, Training and Youth Affairs, Canberra.
ISBN ISBN-0-9586385-1-9
PUB DATE 1999-00-00
NOTE 69p.
AVAILABLE FROM Communication in Education and Training Pty Ltd., Level 1/339 William Street, West Melbourne, Victoria 3003, Australia ($30 Australian). Web site: <http://www.labyrinth.net.au/~commet>.
PUB TYPE Guides - Non-Classroom (055)
EDRS PRICE Document Not Available from EDRS.
DESCRIPTORS Adult Basic Education; *Adult Literacy; Case Studies; Classroom Techniques; Educational Assessment; *Evaluation Methods; Foreign Countries; Guidelines; Interviews; Learning Strategies; *Literacy Education; *Numeracy; Program Guides; Recordkeeping; Records (Forms); Self Evaluation (Individuals); Speech Communication; *Student Evaluation; *Student Placement; Test Construction
IDENTIFIERS Australia

ABSTRACT

This guide, which is a how-to resource for adult educators involved in Australia's Literacy and Numeracy Programme, explains how to establish an assessment and recordkeeping system. The introduction presents an overview of the program's objectives, target audience, funding, and assessment and recordkeeping requirements. Section 1 provides background information about the following aspects of good interview practice: initial contact; the selection process; relationship with Centrelink; "rounding down"; possible barriers to participation; and conducting the interview. Section 2 discusses interview assessment and self-assessment and details the process of conducting a National Reporting System (NRS) interview assessment focusing on oral communication and learning strategies. Explained in Section 3 are the two options for conducting an NRS assessment to gather further evidence: (1) aligning existing materials to NRS Indicators of Competence and (2) developing new assessment tasks using the NRS. The Literacy and Numeracy Programmer's documentation requirements are outlined in section 4. Section 5 offers examples of documenting pretraining assessments that then serve as the basis for future recording and reporting. Appended are the following: a walk through the National Reporting System; proformas that can be photocopied (interview form, self-assessment form, cover sheet); and sample assessment tasks. (MN)

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